

New Hampshire Radiological Emergency Response Plan  
 FY 2016 Assessment Worksheet – Seabrook Station  
 July 1, 2015 through June 30, 2016

From: Town of Exeter, NH  
 Division of Emergency Management  
 20 Court St.  
 Exeter, NH 03833

To: Danielle Morse, Field Representative  
 NH Department of Safety  
 Homeland Security & Emergency Management  
 33 Haven Drive  
 Concord, NH 03305

**Part I Training: Part I - Total \$3,160**

**1. Training for Community REP program:**

**Training: RER 101 Introduction to REP**

We have spoken to Danielle Morse our Field Representative and feel that we have had such a turnover in personnel over the last 5 -7 years that we need to get back to basics. We are in the process of scheduling an Introduction to REP class for all personnel expected to fill positions in the Exeter EOC during an actual event or exercise involving Seabrook Station.

20 personnel x \$39.50/ hr x 4 hours = \$3,160

**Part II Drill & Exercise Participation: Part II - Total \$16,559**

**Workshop participation:**

1 Workshop x EMD x \$67.45 x 6 hours = \$404.70

1 Workshop x Deputy EMD x \$52.45 x 6 hours = \$314.70

Workshop Total  
 \$719.40

**Tabletop (TTX) participation:**

1 TTX x EMD x \$67.45 x 6 hours = \$404.70

1 TTX x Deputy EMD x \$52.45 x 6 hours = \$314.70

Tabletop Total  
 \$719.40

**Combined Functional Exercises #1 (CFE) participation:**  
20 personnel x \$39.50 x 6 hours = \$4,740

CFE # 1 Total  
\$4,740

**Combined Functional Exercises #2 (CFE) participation:**  
20 Personnel x \$39.50 x 6 hours = \$4,740

CFE # 1 Total  
\$4,740

**Graded Exercise participation:**  
20 Personnel x \$39.50 x 6 hours = \$4,740

Graded Exercise Total  
\$4,740

**Food for 2 - CFE's and 1- Graded Exercise:**  
3 days breakfast coffee, donuts, etc... and 3 lunches @ \$300.

Food Total  
\$900.00

### Part III

### Purchase of Equipment:

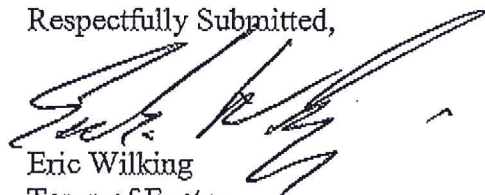
Part III - Total \$0

### Planning & Administration:

Flat rate \$8,500

Reviewing and updating plans and procedures, general supplies, equipment with value less than \$2,500, and quarterly meeting expenses:

Respectfully Submitted,



Eric Wilking  
Town of Exeter  
Deputy Emergency Management Director

cc. EMD, file

**FLAT RATE FUNDING AND BUDGETING****REQUEST FORM****SEABROOK STATION EPZ – FY 20XX Supplementary Budgets**

(Must be submitted no later than 15 March 20XX)

Name of Community: Exeter Date: 3/6/2015**Part I: Training Plan & Requests**

(Training should reflect ONLY individuals from your municipality)

Name of Training	Date Anticipated	Number of Individuals	Place of Training	\$\$ Request
Intro to REP	Fall 2015	20	Exeter EOC	
	20 x	39.50 x	4 =	<del>3,160</del>
Food & Supplies for Trainings				
TOTAL REQUEST				<del>3,160</del>

To be reimbursed for training expenses, course record with names of municipality's participants must be submitted in addition to invoice from appropriate community.

**Training Programs Eligible for REP reimbursement:**

REP 101 – INTRODUCTION TO REP (covers notification, protective action process, radiation concepts, radiological exposure control, EOC Operations and operation of public alert system.

**SPECIALIZED TRAINING ON PROCEDURES.**

RADEF TRAINING – Issuance of dosimetry and procedures for Radef Officer.

**EMI INDEPENDENT STUDY:**

- IS-3 Radiological Emergency Management (Max. 5 hours)
- IS-301 Radiological Emergency Response (Max. 6 hours)
- IS-331 Introduction to Radiological Emergency Preparedness Exercise Evaluation (Max. 10 hours)

Special REP Courses offered through HSEM are also eligible. Please check with your Field Rep. or with Tech Hazards if you are unsure of reimbursement eligibility.

## Part 2 – Drill & Exercise Participation

(Drills & Exercises should reflect expenses incurred ONLY individuals from your municipality)

Name of Activity	Date Anticipated	Number of Individuals	Place of Exercise	\$\$ Request
Workshop		2	JBA	719.40
TTX		2	JBA	719.40
CFE #1		20	Exeter EDC	4740
CFE #2		20	Exeter EDC	4740
graded Exercise		20	Exeter EDC	4740
Food & Supplies for Drills/Exerc.				900
TOTAL REQUEST				16,559

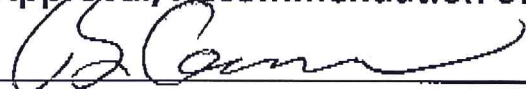
Drills, exercises and workshop dates for the SS Exercise Cycles are provided by HSEM. If a municipality wishes to have an event separate from the published dates and be reimbursed, prior approval from HSEM Tech Hazards must be obtained.

## Part 3 – Equipment Requests

Equipment Requests are made for any single piece of equipment > \$2,500. Equipment purchases of \$2,500 or less per individual piece of equipment must come from the \$8,500 flat fee.

Name of Equipment	Use in REP	Percentage of Total Cost (if applicable)	\$\$ Request
TOTAL REQUEST			0

Approval/Recommendation of Request:



Municipal Representative (Approval)

3/6/2015

Date

Field Representative (Recommendation)

Date



Worksheet for Events  
Event Name/Type

Event Name/Type	# of People	# of Hours	\$ per Hour	(+)	(-)
workshop	2	4	60.00	(+)	(-)
TTX	2	4	60.00	(+)	(-)
CFE #1	20	6	39.50	(+)	(-)
CFE #2	20	6	39.50	(+)	(-)
Graded	20	6	39.50	(+)	(-)

**ASSESSMENT CONTRACT****SCOPE OF SERVICES FOR TOWN/CITY OF Exeter****SEABROOK STATION ASSESSMENT – CLASS 73 (RSA 107.B)****Scope of Performance:**

This reimbursement process is issued in accordance with NH RSA 107-B: 2-4, and all applicable federal and state laws, statutes, rules, regulations, policies, and other governing documents.

Funds may be expended for the purpose of maintaining the community's Radiological Emergency Response Preparedness Program for the Seabrook Station Emergency Planning Zone (EPZ). The period of performance will be state fiscal year (SFY) 20XX, from July 1, 20XX through June 30, 20XX. (Expenses for Drills, Exercises & Equipment >\$2,500 per item excluded from this contract.)

**Budget:**

The total value of this contract is \$8,500. Payment will be issued upon receipt and acceptance of adequate documentation of completion of contract performance requirements.

One-quarter of the awarded flat funding will be distributed upon execution of this contract and receipt of checklist completion #1. The balance of the flat rate funding will be distributed quarterly thereafter upon satisfactory completion of the checklist activities for each quarter (Checklist #2, #3 and #4). Quarters will be based upon the State Fiscal Year (July-June).

\* Quarter 4 Certification must be returned by June 1<sup>st</sup> in order to issue reimbursement in the proper fiscal year.

**Reporting:**

The community's Emergency Management Director must complete the activities listed in Section 2, *Emergency Management Director RERP Maintenance Checklist*, throughout the fiscal year.

The community agrees that all financial and programmatic records, supporting documents, statistical records, and other records associated with this contract are required to be retained for a period of seven (7) years, beginning on the first day after the final payment under this contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or any inquiry involving this contract.

**QUARTER****CERTIFICATION DUE DATE (NLT)**

- #1 July-September**
- #2 October – December**
- #3 January – March**
- #4 April – June**

- October 15**
- January 15**
- April 15**
- June 1\***